

ADIC. NUMISMATIC SOCIETY

APPLICATIONS FOR
POSITIONS.

tion

5353
TELEPHONE MURRAY HILL 2-8569

A. K. OSTRANDER
(AGENCY)
PLACEMENT SPECIALISTS
505 FIFTH AVENUE

Mr. Noel
American Numismatic Museum
Broadway - 156 St.

Responding to your call, we are pleased to introduce to you

Miss A. Blaisdell
as a candidate for the position noted below

Position.....

clerk-steno

Remuneration

Transportation.....

Permanent.....Temporary

O. E. Hughes

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Gregg. — 2-3.
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5353
TELEPHONE MURRAY HILL 2-3509

A. K. OSTRANDER
(AGENCY)
PLACEMENT SPECIALISTS
505 FIFTH AVENUE

Mr. Nae
American Pneumostatic Society
Broadway - 156 St.

Responding to your call, we are pleased to introduce to you

✓ ✓ ✓ Mrs. Evaene Yorke

as a candidate for the position noted below

Position steno. clerk

Remuneration

Transportation

Permanent.....Temporary

O. G. Fletcher

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Mrs. Manchester:

770 St. Michael

Del. Edge - 4-7994

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Mrs. Mason
Morgan Harjes
Paris, France

THE HIGH SCHOOL OF COMMERCE
OF THE CITY OF NEW YORK

ARTHUR M. WOLFSON, PRINCIPAL

PHONE COLUMBUS 2392

155 WEST 65th STREET

Jan. 17, 1920

American Numismatic Society,

W. 156 St; & Broadway

New York City

Gentlemen:

If you are seeking a capable and efficient librarian stenographer and clerical assistant and one who can act on her own initiative I feel confident I can qualify.

This statement is not due to any exalted opinion of my own ability but to the practical experience I have had.

When may I be favored with an interview?

Respectfully yours

Gertrude A. Brady
Librarian

January 18th, 1921

Miss Gertrude A. Brady
The High School of Commerce
155 West 65th Street
New York City

Dear Madam:

In response to your letter of January 17th, I beg to advise that we do not at present stand in need of additions to our clerical force, and there is so little prospect of any immediate need of this kind that I feel it would scarcely repay you to call upon me.

Very truly yours,

SPH/E

Secretary

Hunter College of the City of New York

Park Avenue and Sixty-eighth Street

March 15, 1921

My dear Mr. Wood,

Miss Gladys Kilpatrick has been a student at Hunter College for the last four years and will be graduated in June 1920. She has chosen Greek and Latin as her "Major" and "Minor" subjects and has studied one or the other, generally both, throughout her College course. We have found her a very satisfactory student; she is conscientious, persevering, and earnest.

In character and manner she is all that could be desired, and she has the entire esteem and respect of her instructors.

She has never studied German, and I understand that a knowledge of that language is one of the requirements for the position you have in mind. But there is little doubt

May 14th, 1911

Miss Gladys Kilpatrick
991 Summit Avenue
Highbridge, N.Y.

Dear Miss Kilpatrick:

The position which we had open at this society has not been filled, and I very much regret that we are unable to use one of your services. But after due consideration it was decided by our Council that it was essential to obtain the services of one who had a greater knowledge of languages.

Regretting that I must so advise you and thanking you for calling upon us, I am

Very truly yours,

Curator

MM/P

Feb. 14th, 1977

Mrs. F. S. Gardner
144 West 148th Street
New York City

Dear Madam:

The position which we had open at this Society has now been filled, and I very much regret that we are unable to make use of your services, but after due consideration it was decided by our Council that it was essential to have someone with a greater knowledge of languages.

Regretting that I can't so advise you and thanking you for calling upon us, I am

Very truly yours,

Gardner

PS/2

May 14th, 1921

Miss Syria Di Bella
581 West 162nd Street
New York City

Dear Miss Di Bella:

The position which we had open at this Society has now been filled, and I very much regret that we were unable to take use of your valuable services, but after due consideration it was decided by our Council that it was essential to have someone with a greater knowledge of languages.

Regretting that I must so advise you and thanking you for calling with regard to the position, I am

Very truly yours,

Chapman

Typing at Home
PART TIME - OUT
Dictation to Machine

KATHERINE KEEN
2325 HERMAN AVE.
NEW YORK City.
TEL. VVADSWORTH 5323 Apt. 41

APPLICATION

NAME

Nancie T. Pharr

ADDRESS

232 Sherman av. N. Y. C. (Sta. W. 207 St.)

TEL. NO.

Wadsworth 3323 apt. 41

AGE

35 yrs.

RELIGION

Christian

POSITION DESIRED

Switchboard

SALARY

\$25.00

REMARKS

Have handled busy plug switch-board with 6 trunks + 43 extensions. Can handle large files, typewrite, act as information clerk and have had a department of 30 girls.

Oct. 5, 1922

October 5th, 1930.

Mrs. H. T. Hany,
432 Riverside Avenue,
New York City.

Dear Madam:-

We have just received your application
as Switchboard Operator, and desire to inform you
that there is no vacancy here as we do not have a
switchboard.

Very truly yours,

Curator.

610 West 148th St.,

New York City,

June 3, 1924.

American Numismatic Society,
Broadway & 156th St.,
New York City.

Dear Sirs:

Will you kindly advise me if you have any stenographic vacancies at the present time? Being a resident of Washington Heights, I am very anxious to locate somewhere near home.

I am an accurate stenographer and rapid Underwood operator, a member of the Chapel of Intercession, have had twelve years practical experience, and can furnish best references as to character and ability. Would be pleased to call and talk the matter over.

If you have no vacancies at present, would you be kind enough to place my letter on file for future reference?

Respectfully,

Anne N. Isaac

PRESENTED BY
T. F. WHEELER

10 Anthony Dr.
Brook

PRESENTED BY
T. F. WHEWELL

1820 Anthony D.

Box

57, 21
Gymnasium instructor
at Columbia. A. M. H. was
repeal. Will do anything
house, cleaning, etc.
etc. etc. Will do
Will notify if re-
in fall

Name

Address

.....

The American Numismatic Society
156th Street and Broadway, New York, N. Y.

Enclosed find cheque to your order for \$.....
in payment for silver
 bronze medal , to commemorate the
Dedication of Joan of Arc Park, New York.



Stenographer - See Mr. Wyman *re*

Rae Gerber,

150 N. 149th St

Alb. H H

Anderton 1868

June 5th, 1924

Miss Anne M. Isaac
610 West 148th Street
New York City

Dear Madam:

Replying to your letter of June 3rd,
I beg to advise that we have no opening for a
stenographer at the present time. I shall place
your application on file, however.

Very truly yours,

Secretary

May 12th, 1925

Miss Rundlett
127 Far View Ave.
New Brighton, S.I.

Dear Miss Rundlett:

I regret to tell you that I am ret in
need of your services at this time, as I have
engaged someone whom I think is better fitted
for the various branches of work required at
this Society.

Thanking you very much for calling,

Very truly yours,

Secretary

Mr. Sidney P. Noe, Librarian,
The American Numismatic Society,
Broadway and 156 St., New York City.

My dear Mr. Noe,

I would like to apply for
a position in the Library of the American
Numismatic Society.

I am a graduate of Pratt Institute
Library School and have studied one year
at the Chicago Art Institute and two years
at Columbia University. I have studied
Latin, Greek, French, German, Spanish,
Italian and Gaelic.

I have catalogued one year in the
Chicago Art Institute Library, two and one
half years in the Pierpont Morgan Library,
and one year on the New York Times digest-
ing material for their Quarterly Index.

Very truly,

H. O'Lochlainn Crowe

176 Waverly Place,
New York City,
August 7, 1925.

August 8th, 1925

Miss H. O. Crowe
176 Waverly Place
New York City

Dear Madam:

In reponse to your letter of August 7th,
I am sorry to say that there is at present no vacancy
in our library. From your letter, I should judge that
you have an equipment of which we should be glad to
avail ourselves, but our Council permitted the with-
drawal of our former library assistant, who was on part
time only, because of lack of funds, and I have no hope
of their being able to make an appropriation necessary
for a successor for some time to come.

Very truly yours,

Secretary and Librarian

TEL. SPRING 6600
CABLE ADDRESS
"COYHUNT" NEW YORK
BENTLEY'S PHRASE, IMPROVED



77 WEST HOUSTON STREET
COR. WEST BROADWAY
NEW YORK

January 22, 1926.

American Numismatic Society,
155th St. & Broadway,
New York City.

Gentlemen:

Mr. Gilbert L. Rust has applied to us for a position
as mail clerk, filing clerk and office boy.

Will you kindly give us some information as to the
character and quality of work of this party, which we can
assure you will be held in the strictest confidence.

Yours very truly,

COY. HUNT & CO. NEW YORK.

John C. Cochrane

CE:EP

January 28th, 1926

Mr. C. Endrich
77 West Houston Street
New York City

Dear Sir:

Gilbert L. East, about whom you made enquiry, was employed by us for a rather short time in the capacity of office-and door-boy. He was better than many others we have had in such a position, and gave general satisfaction. I cannot speak of his ability as a filing clerk, but as he was employed by this Society several years ago, it is possible that he may have improved since he was here.

Very truly yours,

Secretary

Mrs Harriet C Spalding
17 Fairbank St.
Lomell, Mass.

Mrs Elizabeth Spalding
Am. - O. Prop. Soc -
Reference, Mr & Mrs Mc Light

Lomell Gas Light Co. 2 yrs -
Elliott & Byers - 1 yr -
Rice, Est & Des - 1 yr -
Lindus & Mechanics Lumber Co. -
2 yrs -

Westminster Community House

424 ADAMS STREET

BUFFALO, N. Y.

May 12, 1920

Memoristic Society,
Hesperic Museum
New York City.

Dear Sirs,

Through Miss Berry of the Employers' Exchange of Buffalo, it came to my notice that there might be an opening in the memoristic department of the museum. If there is such, I should like to consider this an application.

I am twenty two years old, a graduate of Cornell University in the class of '25 and took my major work in Greek and Latin. I was also some in Zoology, a reading knowledge of French and German. This past year I have spent in social service as teacher of cooking and domestic arts - which I know has not much bearing on the subject except as matters of classification. In general recommendations I may refer you to the head worker, Mrs. E. E. Grumiaux and so as to the Professor of course and of the well known sent

of course, university. If in the near future there
is a move for further communication I shall be
glad to go into that.

Sincerely yours,

Elmore Rich

May 22nd, 1926

Miss Elinore Wechl
Westminster Community House
424 Adams Street, Buffalo, N.Y.

Dear Madam:

Responding to yours of May 12th, I fear that the prospects of your meeting our needs in the vacancy we have here, are hardly sufficient to warrant our asking you to come to New York. We are looking for an Assistant Librarian, but the salary is only thirty dollars per week, and the requirements of a nature different from those which your preparation has given you.

Your letter makes me wish that the conditions had been otherwise.

Very truly yours,

Librarian and Secretary

May 27th, 1926

Miss E. W. Ladd
138 East 38th Street
New York City

Dear Miss Ladd:

Because we are now seriously considering the appointment of a gentleman to the post here, and because the decision in that regard will be postponed possibly for several weeks, I feel that it is but just to let you know that the chances of engaging you are very remote.

Very truly yours,

Librarian and Secretary

June 19th, 1926

Miss Ruth Frances Lackman
2236 South 67th Street
Philadelphia, Pa.

Dear Miss Lackman:

Referring to your visit, I regret to advise
that it does not seem possible to have you fit into
our scheme of things here at the Numismatic Museum.
This is rather due to our peculiar needs than to
any lack on your part, as I hope you will understand.

Very truly yours,

Secretary

June 19th, 1926

Mr. Andrew Kalmykow
City Hospital
Welfare Island, N.Y.

Dear Mr. Kalmykow:

Only yesterday was it possible to reach a decision with regard to the position here, and owing to the attitude of certain of the members of our Governing Board, ~~has~~ directed to inform you that we are unable to make use of your services. This, of course, also involves your daughter's application. Will you kindly convey this information to her, at your convenience?

Very truly yours,

Secretary

Columbia University
in the City of New York

APPOINTMENTS OFFICE

SECRETARY OF APPOINTMENTS
TELEPHONE 1400 MORNINGSIDE

ROOM 305 EAST HALL

June 24, 1926

Mr. Sidney Noe
The American Numismatic Society
Broadway and 155 & 156 Street
New York, New York

My dear Mr. Noe

On April 15 you wrote us with reference to a
library assistant.

Thank you very much for your letter.

We have asked several people to get in touch with
you. We hope you have been able to make some
satisfactory arrangements but in the event that
there is anything further we can do for you, we shall
be pleased to hear from you.

Yours very truly

Appointments Office
Columbia University



Ruth Callan
In Charge of Women's Work

RC CM

A. Kalmykoff
City Hospital
Welfare Island
New York City

Prof. Nicholas N. Martinovitch

Phone
Morningside 1400 Ext. 113

Columbia University
Philosophy Hall 406

James H. Campbell

—

—

424 Adams street,
Buffalo, New York.
August 5, 1926.

Mr. Sydney F. Noe,
American Numismatic Society,
Broadway between 158th and 159th streets,
New York, New York.

My dear Mr. Noe:

In the spring I understood that you
needed an assistant librarian. I am looking for
a library position in New York, and I've been
wondering if, by any chance, the vacancy is still
unfilled.

I have had about five years and a
half of library experience, together with training
in the Library Science course of the University of
Buffalo. For two years I was assistant in the
Cataloging and order departments of the Grosvenor
Library, Buffalo. The next year I spent in the
Hamilton College library as cataloging assistant,
and at the same time was librarian of the Kirkland
Town Library in Clinton, New York. Now I am in
the Public Department of the Grosvenor Library
where I have been for the past two years and a
half.

I realize that I am writing very
late in the day, and that you can probably do
nothing for me. However, I will greatly
appreciate any consideration you may be able to
give my application.

Very truly yours,

Helen R. Ward

August 6th, 1926

Miss Helen R. Ward
424 Adams Street
Buffalo, N.Y.

Dear Madam:

In response to your letter of August 5th, although the vacancy here has not yet been filled, it probably will not now be filled until after the first of November, and then, if possible, with someone who can come for part time only. I, therefore, regret to inform you that there is no possibility of our considering your application favorably.

Very truly yours,

Secretary

I. G. Leslie Copland.

65 East 54

Mr. Geo. Chappell
101 Park Ave.

Miss Helen Durham
120 East 40

James Copland
Pittcock Block
Portland
Oregon.

U. P. R. Road

My dear Mrs Wood, I have learned, since
being at the Numismatic Society and asking
for a position, that one of my references Miss
Helen Duerham is out of town at Littleton,
N. H. Now, in case you have
written her, and in the event her mail is
not being forwarded to her, I wish
you may write Mrs Francis Lang
18 East 37th Street instead.

I am trusting you may
have found my work satisfactory, and
that I may hear from you favorably
regarding the position.

Thanking you for yr
attention, and all good wishes for yr own
well-being, I am

Sincerely & truly yours

Wm. I. G. Leslie Copland

65 & 54.

New York, N. Y.

Oct 3, 1926.

October 5th, 1926

Miss I. G. Leslie Copland
65 East 54th Street
New York City

Dear Miss Copland:

Thank you for your favour of October 3rd.
We have given your application for a position
in our Society careful consideration, and have
decided in favour of another applicant. Thank-
ing you very much for calling here and regretting
that we are unable to make use of your services
at this time,

Very truly yours,

Curator

Francis Hubbard

14 E 16th St. Ste. 2000

Texas ~~Latin~~ Graduate.

Major in Reg. 21 years old

knows Spanish.

Let. from Wed.

Bass Lake,
Bleirstown, N. J.

June 19, 1928

Mr. Wood,
American Numismatic Society,
Broadway and 156 Street,
New York City.

Dear Sir:

I am writing to enquire concerning the possibility of my finding an opening for work in the museum.

I am a Protestant, in my nineteenth year, a high school graduate and have completed my first year at Elmira College.

I am desirous of obtaining work either in the department of archaeology or ethnology. I have been for the past four years deeply interested in all fields of archaeology, ethnology and anthropology, especially in the Mexican and Central American fields. I have read extensively along these lines and have done investigative work for the writing of two papers, the first on the Mayan City of Chichen-Itza and the second on the regional similarities and differences of the myths and religious legends of the Indians of North America. I plan to take courses at Columbia Extension, during the coming winter, to further my study in this field.

My qualifications for this work are a three year's study of Spanish, a knowledge of typewriting, a readiness and willingness to learn and an intense interest in and love for all things archaeological.

I am eager to find work in this field as I wish to make it my vocation; but temporary work in another department of the museum pending an opening in either the department of archaeology or ethnology would be very acceptable.

Very truly yours,

Doris C. Miller

Doris C. Miller

20th June, 1928 -

Miss Doris C. Miller,
Blairstown, N.J.

Dear Madam:

In reply to your letter of June 18th, at the present time there is no opening in this Museum. On the other hand, I donot think that work here is just what you want. Although archaeology is one phase of our work it is only Greek and Roman archaeology. The ethnological and anthropological phases do not enter into our work. In fact, I think you could probably do much better at either the Museum of the American Indian, Heye Foundation, or at the American Museum of Natural History. It is very possible that there might be a position in the New York Historical Society.

Hoping that this information may be of use to you,
I am

Very truly yours,

Curator

January 3rd 1930.

Application
Rev. M.H Gates.
550 West 155th Street.
New York City.

Dear Dr. Gates.

Thank you so much Dr. Gates for the privilege of an interview with you this morning, which I appreciated so much.

I know that you will help me to get into the Numismatic if there is a chance, and I know that a word from you will go a long way.

I have had five years experience in both alphabetical and numerical filing, and am also familiar with card indexing and cross-reference. I am not a stenographer, but can write letters on the machine from dictation, or compose my own replies if I am given the details.

I trust will not be troubling you too as I know that you are so very busy at the present time. Thanking you again for your kindness in this matter.

Sincerely yours.

Winifred Foster

541 West 156th Street.
New York City.

6020 y
C.

CHAPIN LIBRARY
WILLIAMS COLLEGE
WILLIAMSTOWN, MASSACHUSETTS

12 February 1930

The Numismatic Society
Broadway & 156th Street
New York

Dear Sirs:-

I heard through Mr. William Conklin some time ago of the fact that you had vacant a position as librarian. You have no doubt filled it now, but I am writing to recommend to you a young woman who is on my own list of candidates and whom I shall send for in case I ever need anyone and she is free.

She is Miss Sally Roberts, 2529 Benvenue Avenue, Berkeley, California, a graduate of the University of California, 1928. While a student there she worked in the University Library in the Cataloguing Department, and was in the Library a year and a half besides. She has good knowledge of Latin, French, German and Spanish, and uses a typewriter. She is very anxious to get a position which will bring her in contact with rare books or one concerned with other than the public library interests. I venture to write you thinking that even if you have nothing at present you may hear of someone who wishes the services of a particularly pleasing and capable assistant, preferably in connection with rare books.

Very sincerely yours,

Lucy S. Osborne
Custodian

541 West 156th Street.

New York City.

February 13th 1930.

Mr. S.P. Noe.
American Numismatic Society.
156th & Broadway.
New York City.

Dear Mr. Noe.

I am writing to you as you asked me on Saturday giving you a list of my qualifications and experience.

I am a File-Clerk and Typist and have had about eight years experience. During the war I was connected with the British and Canadian Recruiting Mission. and later with the British Provost Marshal's Office. During my work with the Provost Marshall I had entire charge of 1,500 Military Files, and also had to keep a corresponding Card File and Cross-reference. This of course entailed a great deal of care and responsibility, so I think that I could again take care of similar work with confidence.

I am also accustomed to manuscript copy-work, and if necessary can compose my own letters if given the data, and can take full charge of all incoming and outgoing mail, so I think perhaps in that case I could handle an Assistant Secretary's position. If languages are required I shall be pleased to take up what ever is necessary.

My salary with the British Provost Marshal was \$25 per week which would have been shortly increased to \$30 if the position had not closed.

Trusting this will be satisfactory for your information, and trusting also that I may have the pleasure of hearing from you as soon as possible, and again thanking you for your courtesy in the matter.

Cordially yours.

Winifred Foster.

February 14, 1930

Lucy E. Osborn, Custodian
Chapin Library
Williams College
Williamstown, Mass.

Dear Madam:

Thank you for your letter of the 12th of February, calling my attention to the qualifications of Miss Roberts. As our field has received most of its serious development since the introduction of photography, we have few books that would be considered rare. I shall, however, place your letter on file, and thank you for having written me.

Yours very truly,

Secretary.

OLDEST INSURANCE COMPANY
IN THE WORLD.

ADDRESS ALL COMMUNICATIONS TO THE COMPANY



FOUNDED A.D. 1710.

OSWALD TREGASKIS, MANAGER EASTERN DEPT.
ELLIOTT MIDDLETON } SECRETARIES.
FRED H. SHERMAN }
PERCIVAL P. GLOVER, ASST. SECRETARY

Sun Insurance Office Limited OF LONDON.

UNITED STATES BRANCH

55 FIFTH AVENUE, NEW YORK.

March 25th 1930.

Mr. S.P.Noë.
American Numismatic Society.
156th Street & Broadway.
New York City.

Dear Mr.Noë.

I am just writing to ask you if you received my letter that I wrote some time ago to you, and also to ask you what you thought about it. I have hoped to have heard from you before this, but suppose you have been too busy.

I shall be very pleased if you will let me hear from you at your earliest convenience, as I want to know what you think my chances are as to getting a position with your Society. if you do not think me capable of filling the position I shall be glad to know, or if it will be just a matter of waiting that would relieve my mind. It is really necessary that I get another position where I am making more salary as you know I have my Mother to take care of, and also I want some with more responsibility,

Thanking you again for your kindness in this matter and hoping to hear from you in a few days.

Cordially yours.

Winifred Foster

541 West 156th Street.
New York City. N.Y.

P.S. Do you think if you have not an opening for me you could put me in touch with anyone at the American Academy of Arts and Letters, I should appreciate it so much, any thing that you can do for me.

March 27, 1930

Miss Winifred Foster
541 West 156th Street
New York City

My dear Miss Foster:

Your letter of the 25th is at hand. I am sorry that I did not make it clear to you when you were here that there is no immediate prospect of an opening with this Society. I am not sufficiently close to anyone of the American Academy of Arts and Letters to make inquiries there. Should I learn of any opening for which your qualifications would entitle you to consideration, I shall be glad to communicate with you, but at present I regret that I do not know of any such opening.

Very truly yours,

Secretary.

Copy

THE ARCHITECTURAL RECORD

119 West Fortieth Street

New York City

EDITORIAL OFFICE

June 11, 1930

TO WHOM IT MAY CONCERN:

Miss Catherine Beirne was employed by The Architectural Record as secretary during April and May of this year. She served as typist and recorder of photographs and manuscripts during the period when our regular secretary was away on account of illness.

Miss Beirne was very efficient as a secretary, was always courteous and reliable. It was with regret that we could not continue her service with our magazine as a regular employee. She has had considerable experience in office work and assumes responsibility in a most satisfactory manner.

This office seldom offers recommendations but in this case we have no hesitancy in commending the services of Miss Beirne.

Very truly yours,

(Signed) A. Lawrence Kocher
Managing Editor.

ALK:HM.

541 West 155th Street.
New York City.
September 3rd 1930.

Mr. S. P. Noe.
American Numismatic Society.
155th Street & Broadway.
New York City.

My Dear Mr. Noe.

Some time ago I came to see you regarding a position, which unfortunately at the time I was unable to fill.

At the time I think you said that if I was ever out of a position I might come to you for another interview that you might be able to do something for me, along other lines. That time has unfortunately arrived, as I have been out of a position for the past two months. so I am taking the liberty of writing to you again in the hope that you might grant me that interview and be able to make some suggestions, as you know my qualifications, and also that I am quite willing to study hard at anything that I do not know, and I can also supply you with the highest references as to character and ability.

I shall be very pleased therefore to hear from you at your earliest convenience, and hope you can at least arrange for an interview for me, thanking you for your courtesy in this matter.

Cordially yours.

Winifred Foster.

Sept. 4, 1930

Miss Winifred Foster
541 W. 155th Street
New York City

Dear Miss Foster:

Your letter is at hand and I shall be
glad to have you call on Saturday morning, September 6th,
at 11 o'clock, or some day of next week if that is not
convenient for you.

Very truly yours,

Secretary.

RICHARD W. O'NEILL,
Commander

DANIEL J. MANNING
Administrator of Veterans Relief



GREATER NEW YORK CHAPTER

LIBERTY BUILDING
1776 BROADWAY
NEW YORK

Vice-Commanders
JOHN J. COPLEY
EDWARD J. GEANEY
MAX STERN

GEORGE C. JOHNSON,
Treasurer

February 18, 1931.

American Numismatic Society,
Broadway & 156th Street,
New York, N. Y.

Gentlemen:-

Situated in the Liberty Building, 1776 Broadway, is the Headquarters of the Greater New York Chapter of the Disabled American Veterans of the World War, an organization that is composed entirely of men who were wounded or disabled in the services of their country.

Little is known of these men. They do not parade their wounds, nor do they appeal (in these times of extreme depression) to the general public for assistance. We, as an organization, deploring these conditions among our comrades, are rendering those who are in need every possible aid.

Employment for these men is of paramount importance. Not one of them seek charity, yet they deserve the right to first consideration. Disabled does not necessarily mean incapacitated for employment purposes. Nor does it mean the veteran is disabled today. It means that he was at one time wounded or disabled and has since recovered. Those who are incapacitated are yet employable in vocations particularly adapted to their ability and training.

Our employment service is thorough. We, through our knowledge of the problems of our own, are finding the job for the man; also, the man for the job. Our investigation is complete in every detail. No veteran, whatever his war record may be, is certified for employment until we have first ascertained his qualifications. As an organization, we are responsible not only to ourselves, but to the veterans of the nation and no reflection must be cast upon their name.

At this time most every veteran will accept odd jobs until he can secure the position he is best fitted for. However, we have on file applicants for specialized work, clerks, accountants, bookkeepers, chauffeurs, steamfitters, plumbers, salesmen, cooks, bakers, pipe cutters, garagemen,

"PLEASE EXPRESS FOR ME TO THE DISABLED AMERICAN VETERANS MY CONTINUED APPRECIATION OF THEIR SERVICES TO THE COUNTRY. AND MY SYMPATHY WITH THEIR EFFORTS TO MEET THE PRACTICAL NEEDS FOR REHABILITATION AND RESTORATION."—PRESIDENT HOOVER.
"I, AGAIN, AM GLAD TO GIVE MY SUPPORT TO YOUR EFFORTS . . . WHICH AID SUPPLIANTS, THROUGH CO-OPERATIVE LIAISON SER-
VICE, THE WORK OF THE VETERANS ADMINISTRATION."—GENERAL FRANK T. HINES, *Administrator of Veterans Affairs*.
"THE ASSISTANCE RENDERED BY YOUR ORGANIZATION IN THE PROCUREMENT OF EVIDENCE NECESSARY IN THE ADJUDICATION OF
CLAIMS . . . HAS BEEN OF GREAT VALUE TO VETERANS AND TO THEIR FAMILIES AS WELL AS TO THE BUREAU."
GEORGE E. HJAMS, *Director of U. S. Veterans Bureau*.

THE DISABLED AMERICAN VETERANS OF THE WORLD WAR
GREATER NEW YORK CHAPTER

--2--

auto mechanics, furniture salesmen, stock clerks, and other classifications too numerous to mention.

Our services are free to the veterans, as this is one of the natural functions of our organization. There is no charge whatsoever for any service rendered to a disabled veteran, whether a member of this organization or not.

Purely a business proposition, and we want it to remain businesslike, yet we are bringing to you the thought and the one possible solution that is intensely patriotic. The business and professional world can assist immeasurably in relieving the present unemployment conditions. The facilities of our organization are at your command.

In turn we seek your cooperation. What type man do you need and for what position? Let us know how we can best serve your interests and I assure you we shall be only too happy to comply.

If you are not in need of any help at this present time, will you let us put your firm on our list for future reference?

You are also cordially invited to visit our Chapter Headquarters where the administration of organization and veterans' needs are carried on.

Anticipating your hearty cooperation in this worthy cause, I am

Very truly yours,

Daniel J. Manning

DANIEL J. MANNING,
Administrator of Veterans Relief.

DJM:MG

37 The Crescent,
Montclair, N.J.
Feb. 19, 1931.

Mr. S. P. Nos, Secretary,
American Numismatic Society,
Broadway & 156th Street,
New York, N.Y.

Dear Sir:

Confirming our conversation of February 17th I may say that I am 30 years of age and unmarried.

I have completed a four-year academic course at the Montclair High School.

I have served in a clerical capacity in the filing and stock departments of the Bethlehem Steel Corporation at Baltimore, Maryland; and as a runner and clerk with Clinton Gilbert, bank stock brokers, at 120 Broadway, New York City.

For three years I was employed by the Loose-Wiles Biscuit Company, in their Long Island City bakery. My position with this company was that of student-employee. My intention being to learn the business from the production end. With this idea in mind I worked thru the majority of the manufacturing departments, including six months in the laboratory on analysis and experimental work. I was forced to leave the bakery on account of illness.

I have had a years selling experience with the Fuller Brush Company.

While in school I took courses in both French and Spanish. Altho I have done little with these languages since that time I feel sure it would not be difficult for me to take up the study of them should the occasion arise.

I am able to use a typewriter and am considering taking a secretarial course.

A salary of \$25 per week is the least I should consider.

Hoping these qualifications prove satisfactory, I remain,

Very truly yours,

John R. Francis

Feb. 20, 1931

Mr. John R. Francis

37 The Crescent

Montclair, N.J.

Dear Mr. Francis:

Your letter of application under date of February 19th, is at hand. This covers most of the points taken up in our conference. As I explained to you we shall place the letter on file in the event that an occasion may arise which will enable us to avail ourselves of your services.

Very truly yours,

Secretary.

March 12, 1931

American Humanistic Society

Broadway 8156 St.

New York City

Attn: Mr. Sidney Noel.

Dear Mr. Noel.

Referring to our conversation of the 11th regarding a position with the American Humanistic Society, I wish to submit the following information concerning my training and experience.

I am an American, 33 years of age, and have resided in New York City for nine years. I have a high school and business training and since coming to New York, I have taken extensive business courses at Hunter College; and have a thorough knowledge of all

Secretarial duties and general methods. For
six years I have been associated with book
publishing companies, having been employed
as assistant credit manager and proof reader
by Hancourt, Brace and Company 363 Madison
Avenue; and previously I was secretary to
Mr. F. H. Bucklin of Grosset & Dunlap,
of 1140 Broadway. Also for three years,
I was in the Cost Department of The
Esmond Mills, 21 E 26 Street.

Mr. Drowne was very much pleased
to hear of my pleasant interview with you,
and he will also appreciate any assistance
you can give me.

Very truly yours,

Rose C. Loring

308 West 30th.
Chickering 1360.

Also to

Mr. F. H. Bucklin
Grosset & Dunlap
1140 Broadway

The Esmond Mills
21 East 26th Street,
Cost Dept.

March 17, 1931

Harcourt, Brace and Company
383 Madison Avenue
New York City

Gentlemen:

Mrs. Rose C. Quinney, who states that she has previously been employed by your firm, has applied to us for a position. I should appreciate any word that you are willing to give me regarding her capacity while in your employ, together with such other information regarding her personality as might seem pertinent to you.

Thanking you in anticipation of your courtesy, I beg to subscribe myself,

Very truly yours,

Secretary.

Placement Agency

IDA M. DUGGAN

Formerly Director of Employment Bureau for the Handicapped
of the Hospital Social Service Association

299 MADISON AVENUE

NEW YORK CITY

Dear Mr Roe - I have a young lady, I think might be
the type you're looking for, because she speaks and translates
French and Spanish perfectly. Her name is Catherine Beirne,
twenty four years old, American, Catholic, very refined type.
Her positions have been - secretary to Prudence Penny of
the New York American, secretary to Edwin Burkholder the
author, and previously three and one half years with H.
F. Mc Sweeney (John Mc Cormack's manager) She is very
interested in the position you may have, and would like
to have an interview with you, should you care to see her.
Thanks for your kind co operation

Sincerely

March nineteenth

(Mrs) Ida M. Duggan



March 24, 1931.

Mr. Sydney P. Noe
American Numismatic Society
156th. Street and Broadway
New York City, New York.

My Dear Mr. Noe:

As you suggested when I called to see you yesterday morning I am now writing to give you a few details about myself.

I am twenty-four years old and was born in South Orange, N. J.

My education has been:

A Business Course at Drake's Business School, Jersey City.
Three years Intermediate School in Ireland, where I
studied for The King's Scholarship.
A course at Clifton Gaelic College, Galway Ireland.
I have taken a night course in Spanish at New York
University.

I read and understand:

French
Spanish
Gaelic.

I am familiar with the monetary denominations of other
countries.

For the past five years I have worked as secretary or
stenographer for:

D. F. McSweeney
565-5th. Avenue
New York City.
3½ years (Tourist Company)

Edwin V. Burkholder, Author
15 Charlton Street
New York City
(nine months)

Miss Banta, Recorder
New York University
Washington Square,
New York.
(Temp. Work)

A. L. Kocher, Editor & Architect
119 West 40th. Street
New York City.

Mr. Sydney P. Noe

I am enclosing a copy of a letter which Mr. Kocher gave me on leaving. I have also substituted in various lines of work.

If you would like to talk to me again, I would gladly arrange to call to see you when convenient.

I wish to thank you for allowing me to see The Numismatic Exhibition, which I enjoyed. I was pleased to find there the designs for the new Irish Free State coins, as the history was familiar to me.

You can always reach me through Mrs. Duggan or at the below address.

I am enclosing Mrs. Duggan's introduction too.

Sincerely,

Catherine Beirne

Catherine Beirne
% Apartment 2F
58 West 8th. Street
New York City, New York.

Placement Agency

IDA M. DUGGAN

Formerly Director of Employment Bureau for the Handicapped
of the Hospital Social Service Association

299 MADISON AVENUE -

NEW YORK CITY

Mr. Noe - As per letter, I am referring Miss Beime,
who, I told you speaks Spanish and French and is
I am sure the type you're looking for.
Miss Beime understands your position will not be
open until later.

(Mrs) I. Duggan

March twenty first

70 for Kipaku 117 W. 4. 22

March 26, 1931

Miss Catherine Beirne
58 West 8th Street
New York City

My dear Miss Beirne:

This will acknowledge the receipt of your letter of application which, as I explained to you, will be placed in our file for reference should an open develop in our Museum.

Very truly yours,

Secretary.

M Hill 2-10289

9/17/51
Handwritten
1st letter ✓

Dear Mr Roe - I have an
exceptional young lady if you
are still seeing applicants for
the future position. Her name is
Mary Carey - 29 years - American
excellent personality. La High School
graduate also extension course
2 years at Columbia University.
Speaks + translates French + Spanish.
is extremely capable and reliable.
I'll be glad to hear from you,
should you be interested in Miss Carey.

Sincerely

Mrs Ida M. Luggan
299 Madison Ave

April 16th

457 West 21st St.
New York City,
N.Y.
July 8th 1931.

American Numismatic Socy,
Broadway & 156th St.,
New York City,
N.Y.

Dear Sir:- I respectfully beg to submit my name as an applicant for a position as "Quard". I held a similar position at the Art Inst, Chicago, Ill., and was considered eligible for the same. For approximately 4 years, I was in charge of a large dining room seating 220 persons belonging to the Peoples Pulpit Assn, 124 Columbia Heights, Brooklyn, N.Y., and had 7 persons working under me. I kept the place immaculately clean being neat, artistic and orderly always. I am a good executive and can control help. My age is 47 years. I am active, healthy, obliging and willing, and have no bad habits including smoking. My character is unquestionable. Should you favor me, I shall endeavor to do my uttermost to give satisfaction, to the best of my ability in the interests of the Institution.

Believe me Sir,

Obediently Yours,
Edward Henry Clay.

July 9, 1931.

Mr. Edward Henry Clay
457 West 21st Street
New York, N. Y.

Dear Sir:

Your letter of application under date of July 8th is in such excellent form that, although I have nothing to offer you at the present moment, I suggest that you let me talk with you sometime at your convenience, so that in the possible event of an opening developing here, we might write to find whether you had obtained something better in the meantime. I am writing this in the event that you are able to answer one question, upon which you did not touch. There is some prejudice, I find, against our employing colored people and your availability would depend of course upon your being outside this category.

Very truly yours,

SN:JC

Secretary

Jackson, North Carolina,
September 19, 1931.

Mr. Sydney P. Noe,
American Numismatic Society,
Broadway and West 156th Street,
New York City, N. Y.

Dear Mr. Noe:

I wish to be considered for a position as
Librarian.

In addition to having a Bachelor of Arts
Degree, I have had several hours of graduate work at Columbia
University. Then, too, I have had a very comprehensive course
in Library Science.

The past seven years I have taught English
and Literature and have done library work in only accredited-A
high schools. Four years, 1926-1930, I was a member of the
Richard J. Reynolds High School Faculty, Winston-Salem, North
Carolina; three years of that time, 1927-1930, I worked in the
Reynolds High School Library, which has practically ten thou-
sand volumes. The past year I organized and classified the
Jackson High School Library. At various times I have worked
in almost every capacity in a library; and I am confident that
my experience added to my training will qualify me for any
phase of library work.

I have traveled in nearly every state in
the Union from coast to coast; and I have spent some time in
the British Isles, Italy, Switzerland, France, Germany, Bel-
gium, Holland, and in other parts of the continent. I am
very much "at home" in New York City.

Other information and references that you
will quite naturally want concerning my character and ability,
I shall be glad to give you.

You may be sure I shall appreciate your
consideration. If you think the trip worth while, I shall be
glad to come to New York to see you.

Thanking you for your reply at an early
date,

I am,

Sincerely,

(Miss) Julia Louise Sykes

October 5, 1931.

Miss Julia Louise Sykes
Jackson, North Carolina.

Dear Miss Sykes:

Please pardon the delay in responding to your letter of September 18th, which arrived just a few days after my departure for two weeks vacation.

I am very sorry indeed that I am unable to give you any very definite aid in response to your letter. I do not know of any library vacancies at the present time and your equipment seems so exceptional that I am the more sorry that this is the case. Because of your broad experience, I venture to suggest that you inquire about enrolling at the Columbia University School of Library Training Employment Department. The diversity of demands which are made upon such an agency are so great that they are frequently glad to have knowledge of such a one as yours, even though you may never have had any training under their direction. I am placing your letter on file here and should I learn of anything which seems likely to be of interest to you, I shall gladly communicate with you further.

Very sincerely yours,

SN:JC

Secretary

C O P Y

MUSEUM OF THE CITY OF NEW YORK

Fifth Avenue

103rd to 104th Streets

October 9th, 1931.

To Whom it may concern:

Mr. Carlo Adamo has been on the staff of the Museum for the past year, engaged in the work of cleaning and repairing prints which he has done satisfactorily.

He is leaving our employ for the reason that the fund out of which his salary has been paid is exhausted.

(signed) Hardinge Scholle

Director.

C O P Y

Mrs. Henry Esberg
Purchase, New York.

October 1st, 1931

My Dear Mr Adams,

.....the painting you repaired
so beautifully for me. I would have liked to tell you
personally how very much the painting was improved under
your skillful hand.....you might have time to fix
another painting for me.

Again many thanks,

Yours sincerely

(signed) Florence Sutro Esberg

153 East 88th Street.

October 14th, 1931.

Director
American Numismatic Society
New York.

Dear Sir:-

I take the liberty of offering my services as a restorer of paintings and antique prints and the repairing of any kind of delicate work, and doing anything requiring patience and skill.

I worked with the Canessa Galleries from 1927 till the death of Mr. Ercole Canessa, therefore I am familiar with antiquities.

I have restored the collection of prints and some paintings of the Museum of the City of New York, as well as some private work.

I am an American citizen since 1912 coming from Italy and am looking for a steady position.

I beg to enclose copies of the letter of recommendation from the Museum of the City of New York and of a private party for the restoration of an antique portrait.

very truly yours,

Carlo Adamo

October 17, 1931.

Mr. Carlo Adamo
153 East 88th Street
New York City.

Dear Sir:

Responding to your letter of October 14th, I regret that we have nothing we can offer you in the line of work described in your letter.

Very truly yours,

SN:JC

Secretary

761 North Oak Drive

New York, New York

October 27, 1931

To the Director

American Humane Society

Broadway and 156th Street

New York, New York

Dear Sir:

May I ask if it would
be possible for me to apply
for a position in connection
with museum work.

at present I am working
towards my B. B. degree at
Hunter College. I attend in the
evenings and have started my
junior year's work having already
completed two years of college
work. However, due to financial
stress I am forced to try to
procure for myself a daytime
position.

In as much as I have always
been very much interested in

museum work and since I expect to
do some work along this line after
my graduation, I should be very
much interested in a position of
this type at present.

I am primarily interested in
making a good connection
and the type of work I should
be expected to do as well as the
salary involved are of secondary
importance. If a knowledge of
typewriting, stenography and

commercial subjects in general
are to be considered, I have
a good working knowledge
of them.

Yours very truly,
Rose Giordanelli

October 31, 1931.

Miss Rose Giordanelli
761 North Oak Drive
New York City.

Dear Miss Giordanelli:

Responding to yours of
October 27th, I regret to advise that we have
no opening to offer you at the present time.

Very truly yours,

SN:JC

Secretary

NATIONAL RADIO TRADE DIRECTORY

Addressing & Mailing  *Printing & Multigraphing*

303 FOURTH AVENUE

NEW YORK CITY

November 7, 1931

American Numismatic Society,
Broadway & 156th St.,
New York City.

Gentlemen:

My secretary - the best I ever had is looking for a job. Had been with me for over two years - hate to see her go. She is a good stenographer, thorough and exceedingly brainy. Certainly knows her stuff.

Will start for \$30.00, and will prove herself worth more if given the chance to handle matters of trust and diplomacy.

If you need a good secretary give her an interview.

Her address can be obtained from the writer.

Very truly yours,



National Radio Trade Directory

N. B. If you can't use her perhaps you can refer this tip to be passed among your acquaintances.

November 9, 1931.

Mr. N. M. Syde11
National Radio Trade Directory
303 Fourth Avenue
New York City.

Dear Sir:

We have your letter of November 7th concerning the excellent qualifications of your secretary, who is now seeking a new position. There are no openings in our organization at the present time.

Very truly yours,

HW:JG

Curator

RUTGERS UNIVERSITY LIBRARY
NEW BRUNSWICK, N. J.

June 5, 1931.

Mr. Sidney P. Noe,
American Numismatic Society,
Broadway & 156th Street,
New York City.

Dear Mr. Noe:

The bearer of this letter is Mr. Max Lehman
who wishes to apply for a position in the American Numismatic
Society.

Mr. Lehman has done extensive work in art and
aesthetics. He has taken highest honors and special honors in
History.

Anything you may do for him will be greatly
appreciated.

Sincerely,

George A. Osborn

George A. Osborn
LIBRARIAN.

Mr. Noe
May I have
the pleasure of
returning to see you,
either here or in New
Brunswick? My present
address is 132 Passaic
St., Trenton, N. J.
Thank you.
Max Lehman

June 13, 1931.

Mr. Max Lehman
132 Passaic St.
Trenton, N. J.

Dear Sir:

Your letter and note which you left on your visit last Thursday are at hand - I am sorry to have missed seeing you. I am also sorry that there is no opening at our Museum, at the present time, which I can offer you. If you feel that there is likely to be any benefit to you in talking with me, however, I should be very glad to have you do so, either here or when you are again in New Brunswick. I am frequently absent from my office on Wednesdays and I expect to be in New Brunswick on Wednesday next; should you be there at that time I could see you. I make this suggestion merely that it may save you the carfare to New York, if it is necessary for you to make a special trip. If you come to New York, in any event, and care to make the long trip uptown again, you might do well to telephone from downtown before doing so to make sure that you would find me here on your arrival.

Very truly yours,

SN:CG

Secretary

MISS MARY ELIZABETH BARTON
439 MAIN HALL
VASSAR COLLEGE
POUGHKEEPSIE, N. Y.

January 7, 1932.

Mr. Howland Wood
American Numismatic Society

Dear Mr. Wood,--

I am taking the liberty of writing
to you to inquire whether there might be
any vacancy on the staff of classical
coinage within the next few years. I am
graduating from Vassar in June, and
will then be in search of an occupation.

Mrs. Brett, with whom I have talked on
more than one occasion, has given me
permission to refer you to her.

Classics have been my major
field in college. I have done some work
with Greek and Roman coins, having

MISS MARY ELIZABETH BARTON
439 MAIN HALL
VASSAR COLLEGE
POUGHKEEPSIE, N. Y.

Taken a course in the coinage of Rome last year with Professor Ringwood of the department here. During that course I assisted in the cataloguing of some recent acquisitions to our collection.

I realize that I am to no extent a trained, or even an experienced worker, but I understand that it is sometimes possible to obtain a position through which training is available.

I should like to know what sort of position might be open to me, and if there is any vacancy, or if there is likely to be. I can give more detailed information about my work here in Greek and Latin, if there is an opening, and the Vocational Bureau of Vassar will shortly, I think, be able to furnish references from the members of the faculty under whom I have worked.

Yours most sincerely

Mary Elizabeth Barton

January 11, 1932.

Miss Mary Elizabeth Barton
439 Main Hall
Vassar College
Poughkeepsie, N. Y.

Dear Miss Barton:

I am very sorry to say that there is no vacancy in our museum, also there is no provision in the budget for this year for any extra employees. Mrs. Brett spoke to me the other day about you. If you care to write me again in the fall, I would be very glad to have you do so, as possibly, though not probably, there might be a vacancy some other year.

Very truly yours,

HW:JG

Curator

85 Wendell Street,
Cambridge, Mass.,
January 9, 1932.

Dr. Howard Wood,
American Numismatic Society
Broadway between 155th and 156th St.
New York, N.Y.

Dear Dr. Wood,

May I trouble you by asking whether you have any secretarial position open?

I am a graduate of Radcliffe College (1931), where I majored in economics and also took courses in chemistry and German. I have a reading knowledge of German and French. For the past three years I have been secretary to Dr. George Barton (Editor of *Isis*) and am at present doing part-time work for him. Through my work I have acquired experience in gathering bibliography, compiling indexes (I have independently compiled the indexes to *Isis* since Nov. 1928, and under Dr. Barton's direction, the index to vol. 2 of his "Introduction to the History of Science". This index is over 100 printed pages and contains many oriental names.) proofreading, and general office work.

If you have no position open, could you refer me to someone who might? I would greatly appreciate an answer to my letter and any suggestion you may offer.

Sincerely yours,
Frances Siegel.

January 11, 1932.

Miss Frances Siegel
85 Wendell Street
Cambridge, Mass.

Dear Miss Siegel:

I am very sorry to say that there is no opening here for the coming year and our budget has been fixed for 1932 and there is no allowance for the employing of anyone in addition to our regular staff. I beg to remain

Very truly yours,

HW:JG

Curator

July 28/1882

DEAR MR VOC
I have much regretted not being able to keep in touch with our Society for over a year, but am so much better now that I hope to be able to to occupy my home in New York next winter if all goes well, and then visit you occasionally.

There is a bright young lady (say 25 or more) that is visiting an old friend of mine here, who has been looking over my last years accumulation of monographs with much interest. I asked her as to how proficient she was in languages, and she replied that she was a graduate of the University of Illinois, and had taken the graduate course at the New York University. That she had studied five years in Latin, knew Danish, could read French and German and knew some Italian and Russian.

This rather impressed me and made me wonder if she might not be a desirable person to break in on our publication work, provided of course that you needed any one now or later in the fall.

I have known her family for some dozen years or more, they were very nice people and I believe her father was a professor at the University of Illinois, until he had to go to California on account of his health, and her uncle was Ariel Roth who lived here, died this summer and was for many years head of the catalogue department at the New York Public Library - a fine man I much enjoyed talking with.

Her name is Miss Astrid Dodge, her previous occupation

was on personnel work as to fellowship for the
Rockefeller Institute, and on advertising with
the N. M. C. A., and secretary to the Vocational and
Employment Director - where she organized the
information service. She is a stenographer and typewriter.

Now please don't think that I am trying to
"but in", as I have "no axe to grind", so just
consider this as information.

With kindest regards to all, remain

Very sincerely yours

Henry Russell Drowne